

Amendment One

IFB for Janitorial Services

IFB # 3160004691

Bid submission deadline 12:00 pm CST December 16, 2021

This Amendment One of IFB # 3160004691 for Janitorial Services shall amend and replace the following sections of the Invitation for Bid packet.

Attachment I – Janitorial Task Form, of the IFB has been modified to reflect an updated schedule of service. This Attachment I found below, shall replace the entire Attachment I of the original bid packet.

Attachment K – Janitorial Task Schedule, of the IFB has been modified to reflect updated location and schedule of services. This Attachment K found below, shall replace the entire Attachment K of the original bid packet.

Attachment L - Building numbers, names and approximate square footage, of the IFB has been modified to reflect an updated square footage of the building list. This Attachment L found below, shall replace the entire Attachment L of the original bid packet.

All other parts of the original bid packet shall remain unchanged.

Please acknowledge receipt of this amendment and all others by signing this form and returning it, along with your original bid, by Thursday December 16, 2021 at 12:00 PM CST. This acknowledgement should be enclosed in your bid packet following the submission instructions located in Section 8 of the Invitation for Bids. Failure to submit this acknowledgement may result in rejection of your bid.

Acknowledged by (signature): _____

Printed Name: _____

Company and Title: _____

Date: _____

ATTACHMENT I
Janitorial Tasks Form

Verify the following janitorial tasks were completed by placing a check mark in the space provided.

Contractor shall clean all offices, corridors, lobbies, conference rooms, kitchens, breakrooms public common areas, Reception areas, mail rooms, stairwells, and elevators at the schedule and location as listed in Attachment K.

Dust and/or spot clean furniture and furnishings	
Empty wastebaskets, trash cans and recycling bins and install new liners as needed	
Vacuum and spot clean all carpeting	
Clean glass doors	
Spot clean walls and light switch covers	
Dust mop and wet mop non-carpeted floors	
Clean and disinfect water fountains	
Wipe chairs and tables and straighten magazines	

Polish all wood surfaces, such as desk tops, credenzas, tables, bookcases, etc.	
Vacuum upholstered furniture and spot clean all carpeting	
Dust wall décor	
Damp wipe stairwell railings	
Wet mop stairwells, stair treads, and landings	
Clean elevator handrails and switch panels	

Empty wastebaskets and install new liners	
Clean all chairs and tables	
Sweep and wet mop floors	
Spot clean walls and doors	
Clean and disinfect water fountains	
Clean top of trash barrels	

Replenish napkin holders	
Clean appliances and fixtures	

Contractor shall clean all restrooms at the schedule and locations listed in attachment K.

Clean and disinfect commodes, urinals and water basins	
Empty wastebaskets and install new liners as needed	
Clean all glass and mirrors	
Spot clean walls, partitions, and doors	
Sweep and mop floors with disinfectant	
Replenish supplies as needed	
Refill all dispensers	
Clean and polish bright metal work	

Contractor shall clean these areas quarterly at the locations as stated in attachment K;

Clean the interior and exterior (if possible) of all windows	
Dust low and high ledges, tops of door frames as well as window sills, moldings, shelves and blinds	
Dust mop and vacuum vents and grills	
Remove spider webs	
Spot clean exterior entrance walls	

Verify the following janitorial tasks were completed by placing the date of completion on the space provided.

Contractor shall perform the following task in all areas semi-annually and annually according to the location and schedule in Attachment K.

Move furniture out prior to Deep cleaning of floors	
Put furniture back in proper location after Deep cleaning of floors	

Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring.	
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Deep clean / Shampoo Carpet	
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Supervisor Signature and Date: _____

ATTACHMENT K
Janitorial Task Schedule

Janitorial Services shall be provided daily during and after regular business hours. Regular business hours are 8:00 a.m. – 5:00 p.m., Monday through Friday.

If services are to be provided after regular business hours, the Contractor will be required to have one employee on site, during regular business hours to meet janitorial needs.

The following general services shall be required by the Agency, and provided in areas such as, offices, corridors, lobbies, conference rooms, public common areas, reception areas, mail rooms, stairwells, elevators, etc. in the areas and schedule as listed.

- a. Dust and/or spot clean furniture and furnishings
- b. Empty wastebaskets, trash cans and recycling bins and install new liners as needed.
- c. Vacuum and spot clean all carpeting
- d. Clean glass doors
- e. Spot clean walls and light switch covers
- f. Dust mop and wet mop non-carpeted floors
- g. Clean and disinfect water fountains
- h. Wipe chairs and tables and straighten magazines
- i. Clean and sanitize conference and breakroom countertops, sinks and cabinet faces
- j. Clean all chairs and tables
- k. Sweep and wet mop floors
- l. Spot clean walls and doors
- m. Clean and disinfect water fountains
- n. Clean tops of trash barrels
- o. Replenish napkin holders
- p. Clean and sanitize all kitchen appliances and fixtures
- q. Polish all wood surfaces, such as desktops, credenzas, tables, bookcases, etc.
- r. Vacuum upholstered furniture and spot clean all carpeting
- s. Dust all décor
- t. Damp wipe stairwell railings
- u. Wet mop stairwells, stair tread and landings
- v. Clean elevator handrails and switch panels
- w. Wet mop all wood floors
- x. Perform other like tasks as requested by the Agency

These tasks shall be performed **ONE TIME PER WEEK** at the following locations; Welcome Center and Pavilion. **TWO TIMES PER WEEK** at; Wood service Building, Crane Education Building, Diagnostic Services Building, Maintenance Building, Program Coordination/Burgess Building, Modular Office (Residential Services Trailer) and the Gym (Including Kitchen). **AS NEEDED** at the following locations; Work Activity Center and Pavilion.

The following general services are to be provided as listed below for restrooms:

- a. Clean and disinfect commodes, urinals, and water basins
- b. Empty wastebaskets and install new liners as needed
- c. Clean all glass and mirrors

- d. Spot clean walls, partitions, and doors
- e. Sweep and wet mop floors with disinfectant
- f. Replenish supplies as needed
- g. Refill all dispensers
- h. Clean and polish bright metal works
- i. Perform other like tasks as requested by the Agency

These services are to be provided **DAILY** in the following locations; Diagnostic Services Building, Gym Complex, Medical Services Building, Woods Service Building, Program Coordination Building, Modular Office (Residential Service Trailer) and Crane Education Building.

These services are to be provided **TWICE PER WEEK** at the following locations; Seagull/Waiver Building, Maintenance Workshop Building, Pavilion and Welcome Center.

In addition to the above services the following shall be provided **QUARTERLY** at the Program Coordination/Burgess and Diagnostic Services buildings.

- a. Clean window sills, frames, walls, doors and windows in cubicles
 - b. Clean the interior and exterior (if possible) of all windows
 - c. Dust low and high ledges, tops of door frames as well as window sills, moldings, shelves, and blinds
 - d. Dust mop and vacuum vents and grills
 - e. Remove spider webs
 - f. Spot clean exterior entrance walls
 - g. Perform other like tasks as requested by the Agency
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The contractor shall perform the following tasks **SEMI-ANNUALLY** in the following locations; Bayview Cottage, Cypress Cottage, Gulf Oaks Cottage, Seacrest Cottage, Woods Service Building and Crane Education Building.

- a. Deep clean (strip, was, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring
 - b. Move furniture out before and return furniture to proper location after deep clean of floors.
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The contractor shall perform the following tasks **ANNUALLY** in the following locations; Dolphin Cottage, Mockingbird 123 Cottage, Mockingbird 124 Cottage, Diagnostic Services, Dietary, Maintenance Building, Maintenance Workshop Restroom, Program Coordination-Burgess Building, Modular Office (Residential Service Trailer), Work Activity Center, Gym (including kitchen and restrooms), Gym (Autoscrub only), Welcome Center and Pavilion.

- a. Deep clean/shampoo carpet in areas where carpet is present.
- b. Deep clean (strip, was, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring
- c. Move furniture out before and return furniture to proper location after deep clean of floors.

The Contractor shall supply all equipment in good and proper working condition, such as vacuum cleaners, janitorial cars, cleaning supplies, and chemicals.

The Agency shall supply all toilet paper, paper towels, soap, plastic liners, and other items not mentioned above, but the contractor is responsible for replenishing.

ATTACHMENT L

IFB # 3160004691

IFB for Janitorial Services

Building numbers, names and approximate square footage

Building #	Building Name	Square Footage
002A	Modular Office	1,344
501C	Developmental Training	5016
101	Diagnostic and Evaluation /Admin	13,158
102	Seagull Cottage	11,085
103	White Harbor Industries	3,660
123	Mockingbird Cottage	5,105
124	Mockingbird Cottage	5,105
01-A	Bayview Cottage	11,394
501-D	Developmental Training/Gym Complex	9,106
01-B	Service Building/Woods	7,489
501-C	Crane Education	17,529
01-C	Seacrest Cottage	11,394
201	Cypress Cottage	11,085
202	Gulf Oaks Cottage	11,085
203	Dietary Building	3261
301	Dolphin Cottage	11,085
302	Receiving and Maintenance	1400
401	Pavilion	2,976
701	Program Coordinator-Burgess	11,667
702	Reception Center	338